

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 3 November 1960

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FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #44

1. PC/TR

[ ] moved over to his new office with the JOTP on 31 October. He has been "loaned" the secretarial services of [ ] for an indefinite period.

2. FE Interest in the IOE

[ ] informed PPS on 1 November that he is attempting to establish the Introduction to Overseas Effectiveness course as mandatory for Support officers going out to FE stations and bases, and he is now polling the FE branches for these and other candidates. PPS suggested that [ ] also get in touch with the NE and AF divisions, and also keep C/LAS apprised of his effort.

3. CA Follow-Up [ ] Seminar

As a follow-up on [ ] apparently very favorable reaction to the Senior Management Seminar conducted by Professor [ ] CA/PRG, asked PPS if he could take a look at some of the cases used in the seminar. [ ] wants to ascertain [ ] technique used in the seminar can be applied to seminars on covert action operational problems and cases. [ ] direction, PPS asked [ ] to call [ ] and make available some of the Management cases and be of whatever assistance he can.

4. Miscellaneous Personnel Items of Interest to PPS

a. [ ] has agreed to release [ ] part-time on Thursday and Friday of this week to check in with OTR. [ ] will join PPS on PCS on Monday, 7 November 1960.

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b. [ ] was of real assistance to [ ] during the past three weeks, and provided additional material for the "interpreter" guidebook.

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c. [ ] is assisting temporarily in the interpreter project by reviewing the material already written and supplying examples for certain of the instructional points.

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d. [ ] an SA-designee, GS-12, still is unassigned. He has been informed that he has until 16 December to find a position, or else resign.

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5. EA-DD/S

C/PPS did not meet with [ ] on 1 November, but arranged for DD/S' signature of [ ] voucher. [ ] reported that Colonel White was very curious about AES' briefing of "two DD/P officers going on a one-shot, clerical recruiting trip." After an inquiry to AES, PPS referred [ ]

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6. Educational Specialist

[ ] met with [ ] concerning the [ ] briefing on 16 November 1960. On 3 November [ ]

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Per OTR Regulation [ ] on 31 October 1960 [ ] briefed [ ] from the Operations School pertaining to educational and training services available to instructors in OTR.

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On 3 November [ ] visited Mr. Griffith, Registrar, School of Foreign Service, Georgetown University. Purpose of the visit was to view the new academic building and its classroom facilities. There was nothing really new or startling observed in this visit with respect to classroom equipment. The only innovation that we observed was that chalkboards exist in pastel colors of green, blue, and beige, the latter two being new shades of which we were unaware. Each classroom was decorated in pastel colors to harmonize with the color of the chalkboard; i.e., the green chalkboard room had green pastel paint in the front and beige on the other three sides. Each classroom was equipped with a hat and coat rack of an aluminum rail with individual hooks, installed along the back wall of each classroom. Ordinary cork tack boards are used sparingly along the sides of the classrooms.

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No magnetic boards were in use at all. Projection screens consisted of permanently installed pull-down type. The auditorium seats approximately 400 people with modernistic stack (wood and aluminum tube) chairs, along with a few standard folding chairs.

[ ] has contacted the NEA with respect to obtaining research data on suggested colors conducive to classrooms.

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7. CA Inquiry Regarding Courses in Practical Politics

An inquiry was received from [ ] CA Political Actions Staff, as to OTR's knowledge of what colleges and universities in the United States offered courses in practical politics, such as political campaigning, elections, etc. PPS replied that there is probably such training and we referred him to the Registrar, OTR for further assistance. PPS also suggested that they get in touch with [ ]

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